

GUIDELINES FOR PUBLIC PARTICIPATION AT BOARD MEETINGS

In order to assure that citizens who wish to appear before the Board may be heard, and, at the same time, conduct its meeting properly and efficiently, the following procedures have been adopted.

All regular and special meetings of the Board shall be open to the public.

The Board desires to hear the viewpoints of citizens, and considers the responsible presentation of these viewpoints vital to the efficient operation of the organization. The Board also recognizes its responsibility for proper governance, and therefore the need to conduct its business in an orderly and efficient manner. The Board therefore establishes the following procedures to receive input from citizens.

1. Any individual who desires to speak about an item on the agenda is encouraged to make this known prior to the meeting or by a raised hand during the meeting.
2. Any individual who desires to speak about an item not on the agenda may do so during the "Comments from the Audience" portion of the agenda. Individuals speaking during this time should realize the Board will more than likely not respond or take any action on items presented at this time.
3. Citizens who desire Board action on an item shall submit the item to the Superintendent's Office, at least ten (10) days prior to the meeting of the Board, at which they wish the item to be considered.
4. Presentations should be as brief as possible. A speaker shall be limited to five (5) minutes or to such limitations as imposed by the Board President.

The Board vests in its president or other presiding officer, authority to terminate the remarks of any individual when they do not adhere to the rules established above. The Board president shall be responsible for recognizing any speakers, maintaining proper order, and adherence to any time limit set. Questions of fact asked by the public shall be referred to the administration; questions requiring investigation shall be referred to the administration for later report to the Board.

During an open session, the Board shall not hear personal complaints against personnel or any person connected with the organization unless other procedures provided by the Board for disposition of legitimate complaints involving the individual has been followed. The Board believes complaints against personnel should be resolved at the lowest level possible and thus should encourage district patrons to follow the district's chain of command.

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